

WESTON ALUMINIUM



Pollution Incident Response Management Plan

Location - 129 Mitchell Avenue, Kurri Kurri
Nearest Cross Street - Johnson Avenue, Kurri Kurri
Enter from - Mitchell Avenue, Kurri Kurri

Version 6 – August 2017
Next Review & Test: August 2018

PROCEDURE – ALL INCIDENTS



1. Ensure the safety of people in the immediate area

- Ensure that people within the vicinity of the incident are aware, and are able to evacuate
- Should Evacuation be required, follow the 'EMERGENCY EVACUATION' procedure
- Should medical response be required, follow the 'MEDICAL EMERGENCY' procedure

2. Incident control and containment

- If possible, cease operations and isolate the appropriate plant and equipment to prevent further pollutant release and potential impact to others and the environment
- Contain the immediate area to prevent the escape of pollutants beyond the immediate vicinity and site boundary
- Refer to **Appendix A** for site Hazards and associated mitigation measures
- Refer to **Appendix B** for Dangerous Goods Substances List and associated MSDSs
- Refer to **Appendix C** for Emergency Equipment Plan
- Note: all Appendixes are available on the Server at: Team Leaders/PIRMP/Appendices/

3. Notify all required parties

- The Team Leader / Senior Management Representative must immediately notify the Plant Manager
- Plant Manager to follow the 'CONTACTS & NOTIFICATION' procedure to notify the appropriate Authorities and Community
- Follow-up contact is to be made to all parties if and when conditions change

4. Refer to other procedures herein, as applicable

5. Stay calm and await further instruction from Emergency Services and/or other Relevant Authorities, as applicable

PROCEDURE – ALL INCIDENTS

EMERGENCY EVACUATION



- 1. Ensure the safety of people in the immediate area**
 - Ensure that people within the vicinity of the emergency are aware and able to evacuate
 - Utilise on-site 2-way communication (Ch1 Operations & Ch2 Maintenance) to notify all
- 2. Call for Help by dialling 000**
 - Dial 000 on any internal telephone or 000 from any mobile phone
- 3. In case of fire, close (DO NOT LOCK) all doors and windows as you leave (only if safe to do so)**
 - You may fight the fire using the equipment available, ONLY if you are trained in its use and it is safe to do so
- 4. Stay calm and walk to the Emergency Assembly Point - Main CARPARK (unless instructed otherwise by the Weston Aluminium Chief Warden – Graham Snedden)**
 - **If instructed and safe to do so**, shutdown any hazardous equipment and turn off any electrical appliances, but leave the lights turned on
 - Do not stop to collect personal belongings unless instructed to – leave immediately
 - On your way out, ensure that everyone else is aware of the evacuation order
- 5. At the Emergency Assembly Point (CARPARK):**
 - Give your name to the Chief Warden if he is present
 - If the Chief Warden is absent, the Area Warden on shift is to collect the names and work-area details of everyone at the Assembly Point
 - Check that everyone is accounted for against uAttend roll, and Contractor/Visitor logs
 - Notify the Chief Warden (if present) or notify the Area Warden if someone is missing
 - Remain at the Assembly Point and wait for further instructions
- 6. Do not attempt to re-enter an evacuated building until entry is authorised by the Chief Warden, their deputy or by Emergency Services personnel**
- 7. Document incident particulars on an Incident Report**

EMERGENCY EVACUATION

MEDICAL EMERGENCY



1. Rapidly but calmly assess the situation

- Advise the First Aid Officer on duty. A list of trained First Aiders is posted throughout the site
- If the casualty requires treatment that is beyond the training of the First Aid Officer, then

2. Call for assistance - dial 000 for Ambulance

- If mobile phone access is not immediately available, send someone to the nearest landline to make the call. Ensure they return to confirm that the call has been made

Provide essential information:

- Your name
- Your Location (See local area map **Appendix B**)
 - **129 Mitchell Avenue, Kurri Kurri**
 - Nearest Cross Street **Johnson Avenue, Kurri Kurri**
 - Enter from **Mitchell Avenue, Kurri Kurri**
- Your Phone number
- Description of the emergency

3. Review response actions defined in SDS. Registers are available throughout the site

4. Undertake the DRABC Action Plan on the Basic Life Support Flow Chart (Appendix D)

5. Provide assistance in access for the incoming ambulance, consider

- Providing a person or marker at the front gate to flag the ambulance

6. When the ambulance crew arrives on scene

- Provide casualty hand-over information
 - **Mechanism of injury**
 - **Injuries**
 - **Signs and symptoms**
 - **Treatment performed**
- Assist the ambulance crew as required

7. Document incident particulars on an Incident Report

MEDICAL EMERGENCY

“R.A.C.E.”

1. **‘RESCUE’ - Any staff and visitors in immediate danger**

2. **‘ALERT’ - The NSW Fire Brigade / Rural Fire Service – Dial 000**

- If mobile phone access is not immediately available, send someone to the nearest landline to make the call, ensure they return to confirm the call has been made

Provide essential information

- Your name
- Your Location (See local area map **Appendix B**)
 - **129 Mitchell Avenue, Kurri Kurri**
 - Nearest Cross Street **Johnson Avenue, Kurri Kurri**
 - Enter from **Mitchell Avenue, Kurri Kurri**
- Your Phone number
- Description of emergency

3. **‘CONTAIN’ - Close (DO NOT LOCK) all doors and windows to contain the fire**

4. **‘EXTINGUISH’ - Attempt to extinguish the fire with available equipment if**

- It is safe to do so
- You are trained to do so
- Refer to **Appendix C** for location of fire response equipment

5. **Follow the Emergency Evacuation Procedure. Do not return to the area until advised by the NSW Fire Brigade / Rural Fire Service**

6. **Document incident particulars on an Incident Report**

HAZARDOUS SUBSTANCE SPILL

1. Raise the alarm

- Direct people to leave the immediate area
- Summon the Emergency Service(s) if deemed necessary

2. Secure the area

- Do not allow any persons to enter the vicinity of the emergency unless they have specialist knowledge or skills

3. Approach with care

- Approach from an upwind position to keep from coming in contact with vapours
- Only approach if necessary to determine the type or extent of the spill or to begin containment or recovery procedures if safe to do so

Keep in mind that many vapours and gases are odourless, colourless and heavier than air and may accumulate in low-lying areas, particularly when there is no wind

4. Identify the chemical involved and assess the situation

Determine the substance(s) involved and the likely hazards posed. Information may be obtained from:

- Safety Data Sheets (**Appendix B**)
- Vehicle and container **placards**
- Drivers **manifest**

5. Determine if anyone has been injured, and follow Medical Emergency procedure, if required

6. Respond in an appropriate manner

Response might include, but is not restricted to:

- Summoning the appropriate emergency service(s) (dial 000)
- Summoning HAZMAT Fire & Rescue (dial 000)
- Donning appropriate PPE
- Following Emergency Evacuation and/or Medical Emergency Procedures
- Rescuing or removing casualties
- Ordering a partial or whole site evacuation
- Beginning containment procedures. Refer **Appendix C** (Emergency Equipment Plan) for locations of spill response equipment
- Informing the Environmental Protection Authority (EPA) (dial 131 555)

8. Document incident particulars on an Incident Report

HAZARDOUS SUBSTANCE SPILL

EMISSION TO AIR



1. Raise the alarm

- Direct people to leave the immediate area
- Summon the Emergency Service(s) if deemed necessary

2. Secure the area

- Do not allow any persons to enter the vicinity of the emergency unless they have specialist knowledge or skills

3. Approach with care

- Approach from an upwind position to keep from coming in contact with vapours
- Only approach if necessary to determine the type or extent of the spill or to begin containment or recovery procedures if safe to do so

Keep in mind that many vapours and gases are odourless, colourless and heavier than air and may accumulate in low-lying areas, particularly when there is no wind

4. Operate the deluge system

- If a fire is suspected in Baghouse 5, and if deemed safe to do so, operate the baghouse deluge system

5. Identify the chemical involved and assess the situation

Determine the substance(s) involved and the likely hazards posed. Information may be obtained from:

- Safety Data Sheets (**Appendix B**)
- Vehicle and container **placards**
- Drivers **manifest**

6. Determine if anyone has been injured, and follow Medical Emergency procedure, if required

7. Respond in an appropriate manner

Response might include, but is not restricted to:

- Summoning the appropriate emergency service(s) (dial 000)
- Summoning HAZMAT (dial 000)
- Donning appropriate PPE
- Rescuing or removing casualties
- Following Emergency Evacuation and/or Medical Emergency Procedures
- Ordering a partial or whole site evacuation
- Beginning containment procedures
- Informing the Environmental Protection Authority (EPA) (dial 131 555)
- Informing other relevant authorities & stakeholders (see Contacts & Notification overleaf)

8. Document incident particulars on an Incident Report

EMISSION TO AIR

CONTACTS & NOTIFICATION



1. The following Contacts **MUST be Notified if there is a risk of ‘material harm to the environment’, defined as:**

- (a) Harm to the environment is material if:
 - (i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
 - (ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000, and
- (b) Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

2. The following parties tabulated below are to be contacted by the Team Leader or a Senior Management staff member in the order given

Provide essential information

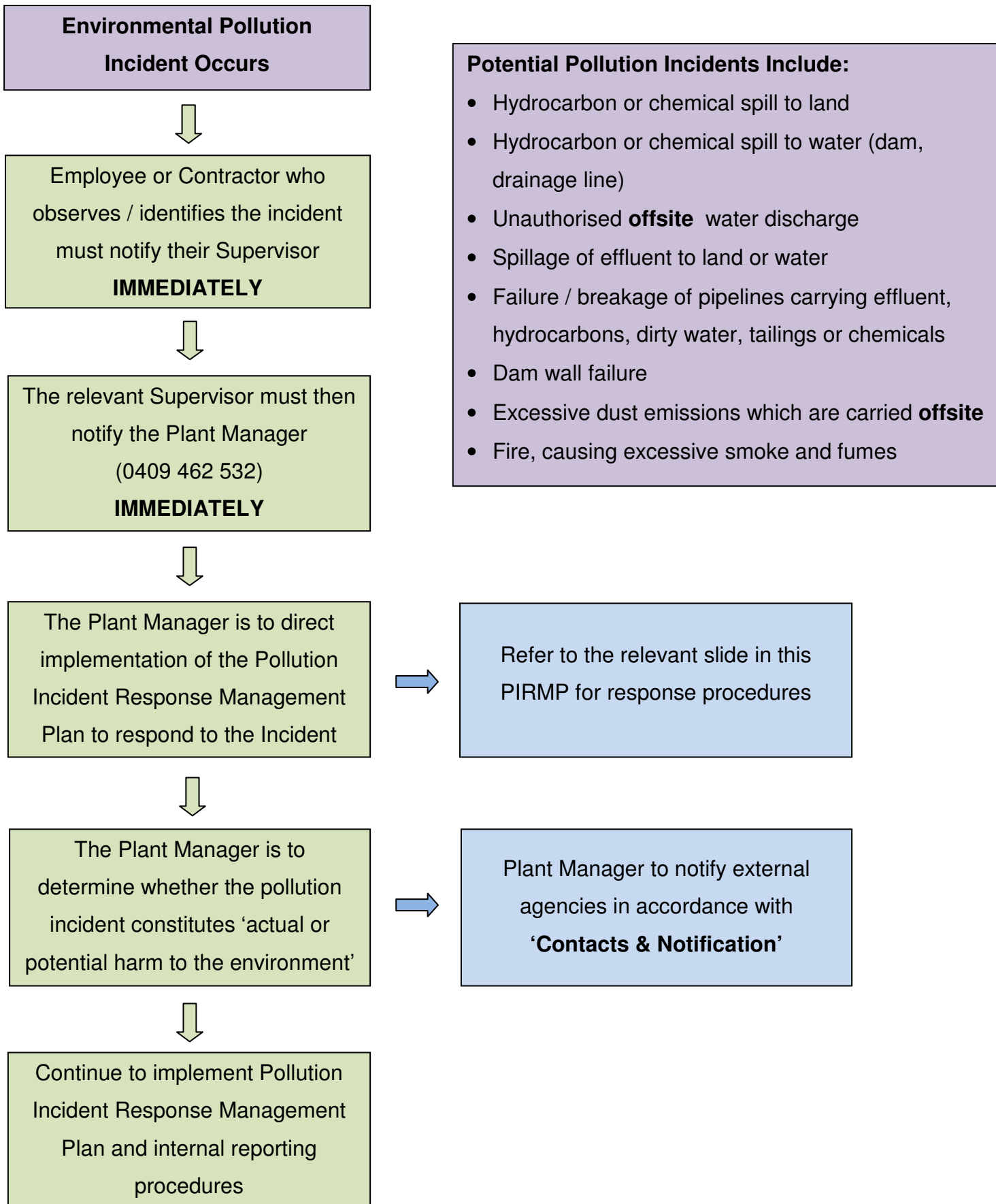
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Contact	Phone Number
<i>Relevant Authority:</i>	
NSW Environment Protection Authority	131 555
NSW Health	4924 6477
Fire & Rescue NSW	000
WorkCover NSW	131 050
Cessnock City Council	4993 4100
<i>Adjoining Community Members:</i>	
AlFabs Mining Equipment P/L	4936 5000
Allight Sykes	4937 0101
Wine Selectors	4936 2319
Hydro Aluminium P/L	4937 1555
<i>Key Weston Aluminium Contacts:</i>	
Christopher McClung – Plant Manager	0409 462 532
Graham Snedden – Operations Manager	0414 909 389

3. Guidance may be sought from Senior Management as to the requirement to Notify.

POLLUTION INCIDENT RESPONSE

FLOWCHART



FLOWCHART